



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: JULY 8, 2020	CHAPTER: 5 - Field Investigations	PAGE: 1 of 2	NUMBER: 5.10.02
SUBJECT: CRIME SCENE ENTRY LOG			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish procedures for use of the Crime Scene Entry Log.

POLICY: Members shall use the Crime Scene Entry Log (C of C 71-203) to ensure crime scene integrity and prevent entry of unauthorized personnel.

DEFINITIONS:

Crime Scene - *any* area which may contain physical and/or trace evidence.

Major Crimes - include use of use of deadly force investigations, homicides, and other serious crimes as determined at the discretion of a supervisor.

PROCEDURES:

I. Crime Scene Log Responsibilities

A. Supervisors shall:

1. At the scene of a major crime, assign an *officer* to start a Crime Scene Entry Log form (attachment).
2. Maintain a supply of Crime Scene Entry Log forms in their vehicles. Crime Scene Entry Log forms may be obtained from the Supply Unit.

B. Officers assigned Crime Scene Entry Log duties shall:

1. Log every person's arrival time, departure time, and purpose of their presence in the crime scene into the Crime Scene Entry Log.

II. Force Investigation Team (FIT) Responsibilities

A. The FIT supervisor, or their designee, shall:

1. Take over the Crime Scene Entry Log duties when arriving on scene.
2. Note in the in the log any personnel not already listed.
3. Cause the log to be included in the investigative packet.

III. Incident Reports

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- A. Officers shall note in the incident report that a Crime Scene Entry Log was completed.
- B. If the Crime Scene Entry Log is not turned over to the investigating unit on the scene, it shall be attached to the original incident report and a copy forwarded through Division mail to the investigating unit.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.